Service Description	Telephone Number
Accounting Code Input Information (APHIS) Accounting Code Input Information (AMS and GIPSA)	612-370-2284 202-720-7865
Acquisition Program Management	301-734-8133
Agency Advisory Committees, Budget Formulation and Execution	301-734-8789
AgPUG (Agriculture Personnel Users Group)	612-370-2176
Agreements Policy and Procedures	301-734-8014
Aircraft Program Management	301-734-7576
Alternative Dispute Resolution (ADR)	301-734-4389
Alternative Work Schedules (AWS)	301-734-6466
Annual Civil Rights Training	301-734-8657
Annuity Computations	612-370-2134*
Antilles School (Puerto Rico), Certification for Attendance	301-734-6466
APHIS Forms Management	301-734-5190
APHIS Issuance Management	301-734-7477
APHIS Records Management	301-734-8420
APHIS-89s (Issuance and Accountability)	612-370-2291
Appeals, Merit Systems Protection Board (MSPB)	301-734-6486*
APS Automated Systems	612-370-2284
Arbitration (Union)	301-734-4999
Architecture and Engineering	301-734-4860
Awards and Recognition (Performance, On-the-Spot, Incentive, Cash)	301-734-6486
Behavior Event Interviews	301-734-6466
Benefits (Health and Life Insurance, Retirement, and Death)	612-370-2134*
Billing for Cooperative Agreement	612-370-2284
Billing for Interagency Agreement	612-370-2284
Billing for Military (Research and Processing)	612-370-2284
Billing for Miscellaneous (Research and Processing)	612-370-2284
Billing for Reimbursable Agreement (Research and Processing)	612-370-2284
Blood Samplings	612-370-2224
Budget Formulation/Justification/Execution	301-734-8635*

Service Description	Telephone Number
Budget Hearings	301-734-8635*

Service Description	Telephone Number
Budget for Support Units	301-734-8635*
Building Maintenance (Headquarters) Building Maintenance (DC Complex)	301-734-8010 202-720-6858
Buyouts and Streamlining Policy	301-734-6466
Career Enhancement Program (College Study) Policy	301-734-6466
Career Transition Assistance Program	612-370-2134*
Civil Penalties	612-370-2291
Claims	612-370-2195
Classification (General Policy)	202-720-4874
Classification of Positions	612-370-2188*
Classification Standards	612-370-2188*
Conduct Problems	301-734-6486*
Conference Rooms (Reservations)	301-734-3699
Conference Rooms (Special Events Reservations)	301-734-3858
Conflict of Interest	202-690-3037
Conflict Prevention and Resolution (CPR) or ADR	301-734-4389
Contingency Funds Requests	301-734-8635
Contract Training	612-370-2117
Contracts (Construction)	301-734-8110
Contracts [Information Technology (IT)]	301-734-3264
Contracts [Other than Construction and Information Technology (IT)]	612-370-2117
Cooperative Agreement and Procurement Reviews	301-734-8874
Cooperative Agreements	612-370-2195
Copy Program Management (DC Complex)	202-720-9125
Copy Program Management (Riverdale)	301-734-3701
Copy Room (Riverdale)	301-734-8198
Credit Hours	612-370-2140
Credit Management for APHIS	612-370-2291
Creditable Service	612-370-2188*

Service Description	Telephone Number
CULPRIT Reports (from NFC Pay/Pers System)	612-370-2176
Customer Satisfaction Surveys	612-370-2147
Service Description	**Telephone Number**
Customer Service Training	301-734-8962
Death Benefits	612-370-2134*
Debt Management for APHIS Debt Management for AMS and GIPSA	612-370-2291 202-720-7865
Delegations of Authority (Title 7, CFR)	202-720-4874
Desk Audits	612-370-2188*
Details	612-370-2188*
Detail Transaction Reports (Information, Guidance, and Research) for APHIS Detail Transaction Reports (Information, Guidance, and Research) for AMS and GIPSA	612-370-2284 202-720-7865
Direct Hiring	612-370-2134*
Directories and Locator Automation	301-734-8010
Disability Retirement	301-370-2134*
Disciplinary Actions	301-734-6486*
Distribution of Publications and Issuances	301-734-5523
Drug Testing	301-734-8350
Dues, Employee Association	301-734-4999
Dues, Union	301-734-4999
Emergency Funding Requests	301-734-8635
Employee Assistance Program (EAP)	301-734-8350
Employee Claims (Administration and Policy)	612-370-2222
Employee Performance File (EPF) Maintenance–SES, Schedule C	301-734-6466
Employee Responsibilities and Conduct	301-734-6486*
Ethics	202-690-3037
Examining Unit	612-370-2123
Executive Coaching/Leadership Programs	301-734-4990
Experienced Supervisory Training	301-734-5732
Experts and Consultants - Hiring Policy	301-734-6466

Service Description	Telephone Number
Explanatory Notes	301-734-8635*
Facilities Management (Riverdale) Facilities Management (DC Complex)	301-734-8010 202-690-4096
Fair Labor Standards Act (FLSA) Policy	301-734-6466
Service Description	**Telephone Number**
FAST Track Orders	612-370-2110
Federal Assistance Award Data System (FAADS)	612-370-2214
Federal Employees Family Friendly Leave Act	612-370-2140*
Federal Express (Consolidated)	612-370-2224
Federal Express (Non-Consolidated)	612-370-2195
Federal Employees Pay Comparability Act	301-734-6466
Fee Basis	612-370-2224
Field/Regional Offices–Opening/Closing/Relocating	202-720-4874
Financial Disclosure (SF-450)	202-690-3037
Financial Systems and Policies (APHIS) Financial Systems and Policies (AMS and GIPSA)	301-734-5901* 202-720-7865
Flexiplace	301-734-6466
FOCUS Reports (from NFC Pay/Pers System)	612-370-2176
Foreign Accounting Documents (Reconciliation, Research, and Processing	612-370-2284
Foreign Allowance (Administration and Policy)	612-370-2222
Foreign Allowances	612-370-2176
Foreign Reviews for International Services	301-734-8864
Foreign Service Retirement Tracking	612-370-2284
Foundation Financial Information System (FFIS) Coordinators (APHIS) Foundation Financial Information System (FFIS) Coordinators (AMS and GIPSA)	301-734-8014* 202-720-7865
Foundation Information for Real Property Management (FIRM)	612-370-2104
Functional Statements	202-720-4874
Funding Allocations	301-734-8635*
Garnishment of Federal Salary	612-370-2189
General Accounting Office (GAO) Audits Liaison	301-734-8862

GIPSA Forms Management	301-734-5190
GIPSA Issuance Management	301-734-5359
Government Credit Card	301-734-3700
Grievances	301-734-6486*
Hatch Act	202-690-3037
Service Description	**Telephone Number**
Health Insurance	612-370-2134*
Health Issues (Environmental)	301-734-5577
Household Moves	612-370-2219
Human Resources Desk Guide (formerly Supervisors Desk Guide)	301-734-4996
Imprest Fund Payments for Headquarters	301-734-7915
Imprest Fund Payments for Minneapolis	612-370-2214
Imprest Program Management	301-734-7673
Indemnities	612-370-2195
Injuries (On-the-Job)	301-734-7488
Intercultural Training	301-734-6513
Intergovernmental personnel Act Agreements (IPA)	301-734-6466
Interviewing Resume/Application Preparation	301-734-4949
Inventions and Patents, Payment for	301-734-8635*
Job Sharing Program	301-734-6466
Labor-Management Relations	301-734-4999
Labor Services (Riverdale) Labor Services (DC Complex)	301-734-8003 202-690-4096
Learning Contracts/Continual Learning Training	301-734-5732
Leasing	612-370-2195
Leave	612-370-2327
Leave Balance Corrections	612-370-2140*
Leave Donor Program	612-370-2140
Life Insurance	612-370-2188*
Locality Pay	612-370-2188*
Logistics Services for Warehousing, Distribution, and Purchasing (Field)	816-926-1629

Service Description	Telephone Number
Mail Management (DC Complex)	202-720-6893
Mailroom Management (Riverdale)	301-734-4484
Management Control Reviews	301-734-8864
Maxiflex	612-370-2140
Merit Promotion	612-370-2134*
Miscellaneous Payments	612-370-2214
Service Description	**Telephone Number**
Miscellaneous User Fee Collections (Military, ADC)	612-370-2291
Misconduct Investigations	301-734-8864
Motor Vehicle Procurement	612-370-2153
Motor Vehicle Program Management	301-734-7576
Moving and Labor Services (Riverdale) Moving and Labor Services (DC Complex)	301-734-8003 202-690-4096
Multi year Planning	301-734-8635*
National Security Program	301-734-7729
New ExCEL Program	301-734-8962
NFC/CAS Liaison (System Problems, Information, and Research)	612-370-2284
Nonreceipts of Checks (Non-Salary)	612-370-2214
Nonreceipts of Checks (Salary)	612-370-2140*
Office of Inspector General (OIG) Audit Liaisons	301-734-8862
Office of Workers' Compensation Program (OWCP) and Job Related Injuries	301-734-7488
Official Personnel Folders (OPF) Maintenance	612-370-2230
OMB Clearance Reviews (APHIS) OMB Clearance Reviews (GIPSA)	301-734-7477 301-734-5190
Organization Charts	202-720-4874
Organizational Structure Codes	202-720-4874
Outside Employment	202-690-3037
Outstanding Scholar Employment	612-370-2134*
PARIS SF-52 Tracking System	612-370-2188*
Part-Time Employment	612-370-2188*
Payments for Blood Sampling	612-370-2214

Service Description	Telephone Number
Payments for Claims (Tort and Employee)	612-370-2222
Payments for Cooperative Agreement	612-370-2214
Payments for Consolidated Federal Express	612-370-2214
Payments for Contracts (including Construction)	612-370-2214
Payments for Fee Basis	612-370-2214
Payments for Foreign Allowance	612-370-2214
Payments for Indemnity	612-370-2214
Service Description	**Telephone Number**
Payments for Lease	612-370-2214
Payments for Miscellaneous (APHIS) Payments for Miscellaneous (AMS and GIPSA)	612-370-2214 202-720-7865
Payments for Relocation	612-370-2214
Payments for Transportation under $100	612-370-2214
Payroll Checks (Non-Salary)	612-370-2120
Payroll Checks (Recertification)	612-370-2140*
PC-TARE (Time and Attendance)	612-370-2327
Performance-Based Actions	301-734-6486*
Performance Management	301-734-6486
Performance Problems	301-734-6486
Performance Standards	301-734-6486
Personal Property Field Operations	612-370-2153
Personal Property Headquarters Operations	301-734-5699
Personal Property Program Management	301-734-5473
Personal Property Training	612-370-2153
Personal Property Transactions	612-370-2153
Personnel Manual	301-734-4996
Personnel/Payroll Document Processing	612-370-2188*
Personnel Reports	612-370-2176
Planning for Retirement Training	301-734-5551
Political Activity	202-690-3037
Position Classification	612-370-2188*

Service Description	Telephone Number
Position Descriptions	612-370-2188*
Position Desk Audit	612-370-2188*
Position Management	202-720-4874
Position Sensitivity	612-370-2188*
Premium Pay	612-370-2140
Printing Management Program (Riverdale) Printing Management Program (DC Complex)	301-734-3869 202-720-9125
Printing Operations (Headquarters)	301-734-4474
Probationary Periods for New Employees, Supervisors, and Managers	612-370-2134*
Service Description	**Telephone Number**
Probationary Supervisory Training	301-734-8554
Probationary Terminations	301-734-6486
Procurement Request Processing Construction [Information Technology (IT)]	301-734-8263
Procurement Request Processing Construction [Integrated Systems Acquisition project (ISAP)]	301-734-4331
Procurement Request Processing (Other than Construction and IT)	612-370-2110
Procurement Training	612-370-2110
Program Investigations	301-734-8684
Program Reviews	301-734-8864
Property Disposal (Headquarters)	301-734-5699
Purchasing Advice (Field)	612-370-2110
Purchasing Advice [Other than IT or Construction (Headquarters)]	301-734-6108
Quality Improvement Opportunities	612-370-2147
Quality Measurement Surveys	612-370-2147
Real Property Program Management	301-734-8468
Realty Training	612-370-2104
Reassignment	612-370-2134*
Recruitment	301-734-6466
Recruitment Bonuses	301-734-6466
Reduction in Force (RIF)	612-370-2134*
Reinvention Activities	301-734-8864

Service Description	Telephone Number
Relocation Bonuses	301-734-6466
Relocations	612-370-2214
Reorganizations	612-370-2134*
Reports from NFC on Personnel (CULPRIT and FOCUS)	612-370-2176
Restoration of Leave	612-370-2140
Retention Allowances	301-734-6466
Retirement (Civil Service Retirement System (CSRS) Federal Employment Retirement System (FERS)	612-370-2134*
Safety Issues	301-734-5991
Security Clearances	612-370-2175
Service Description	**Telephone Number**
Security (Riverdale and DC Complexes)	301-734-3780 202-690-4096
Security Guard Front Desk (Riverdale)	301-734-3848
Security Program (National)	301-734-7729
Service Computation Date Determinations	612-370-2188
Severance Pay	612-370-2134
SF 1164's (Field)	612-370-2120
Special Assignments	301-734-8864
Staffing Advice/Options	612-370-2188
Staffing Year Reports	301-734-8635
Standard Job Descriptions	612-370-2188
Status of Funds Policy and Monitoring	301-734-8635
Status of Funds Information and Guidance	612-370-2284
Streamlining Plan - APHIS	202-720-4874
Student Employment Program	612-370-2134
Summer Inters	612-370-2188
Supervisor's Desk Guide (see Human Resources Desk Guide)	
Temporary Help Firms - Use of	612-370-2134
Terminations	301-734-6486
Thrift Savings Plan (TSP)	612-370-2134

Time and Attendances (T&A) Reports	612-370-2189
Tours of Duty	612-370-2140
Transportation	612-370-2195
Travel Policy and Procedures (APHIS) Travel Policy and Procedures (AMS and GIPSA)	301-734-5901 202-690-3733
Unemployment Compensation Policy	301-734-64166
Unions	301-734-4999
User Fees (AQI, PPQ, VS)	612-370-2291
User Fees Audits	301-734-8858
User Fees Policy, Rate Setting, and Funds Management	301-734-5901
User Fees Receivables Processing	612-370-2291
Vacancy Announcements and Information	612-370-2198
VISA Card Administration (Field)	612-370-2499
Waivers of Overpayment	612-370-2140
Warehouse Inventory On-Line Access	816-926-1629
Warrant Program Management	301-734-7673
Wellness Program	301-734-8350
WGI Denial	301-734-6486
Worker's Compensation	301-734-7488